

PRINTING AND PHOTOGRAPHY GROUP  
WEEKLY REPORT FOR PERIOD OF  
03 November 1988 - 15 November 1988

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

✓ *1802*  
A. On 8 November 1988, 22 leather bound copies of the President-Elect Transition Papers Update were delivered to Current Production and Analytical Support (CPAS) by the Office of Logistics, Printing and Photography Group (OL/P&PG). The request for this publication included an additional 200 copies of each of the twelve sections individually bound. As expected, several corrections were necessary before these copies could be released. Delivery of the final copies is scheduled for 15 November 1988. *THE OFFICE OF*

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B. After receiving bids from several local printers, the Office of Logistics, Printing and Photography Group (OL/P&PG) awarded Peake Printers a contract for the printing of the Security, Secretarial, Clerical, and DS&T Recruitment brochures. Completion of these publications is expected by the end of December 1988. A contract for the printing of the Student Programs brochure was awarded to Stevenson's Inc. This contract was sole sourced to Stevenson's due to the fact that it had already been plated and only Stevenson's presses are compatible with P&PG's. This job is scheduled for completion on 23 November 1988.

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C. The Office of Logistics, Printing and Photography Group (OL/P&PG) is currently printing parking permits for the Headquarters. Due to the heavy workload in the area of current intelligence, the requested due date for this product will be missed by about one week. Delivery is expected on Thursday, 17 November 1988.

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D. The Office of Information Resources (OIR) is receiving the National Intelligence Daily (NID) via magnetic tape on a daily basis from the Office of Logistics, Printing and Photography Group (OL/P&PG) Atex system for archiving into VM. The Center for Production and Analytic Support (CPAS) is also investigating a more efficient method of returning NID files to their personal computers. P&PG is archiving NID files in the Atex system until instructed otherwise by the customer. On two other occasions this past week, P&PG has written data from the Atex system to magnetic tape for CPAS.

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III. Upcoming Events:

None.

IV. Management Concerns and Activities:

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Several major projects with priority deadlines continue to consume much of the design time within the Design and Presentation Center (D&PC), Office of Logistics, Printing and Photography Group (OL/P&PG). Overtime will be used during the weekend to complete these assignments. D&PC currently has an estimated 600 manhours of work in process. Much of this work was rescheduled over the last few weeks in order to meet priority requirements from executive-level customers.